



UNIVERSITY
GWALIOR • MP • INDIA

" CELEBRATING DREAMS "

Guidelines for Proctorial Board

1. Preamble

ITM University, Gwalior has a Proctorial system where administration of student-related matters pertaining to all acts of indiscipline is delegated to the Proctorial Board. Proctorial Board is chiefly responsible for ensuring that rules and regulation framed by the university are being followed by the students. Proctorial Committee shall be constituted under ITM University Statutes No. 34 at Page No.106 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.

2. Mission

- To develop and maintain peaceful ambiance and law & order in the campus.
- To develop harmony and discipline in the University campus.
- To promote moral and social values amongst students.
- To prevent the students from indulging in any unlawful and nefarious activities in and around the campus.
- To ensure not to allow any kind of groupism or regionalism in the campus.

3. Objectives

- To develop and maintain congenial atmosphere for students for teaching, learning, research and innovation.
- To ensure that all academic, extracurricular, cultural and sports activities organized by the university to be conducted in a hassle-free and friendly environment in the campus.
- To keep campus safe and secure for women teachers, students and scholars.
- To resolve student issues through mediation and conciliation as far as possible.
- To ensure safety and security of university's assets and establishments.
- To liaison with the District Administration for better law and order in the University campus.



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4. Role and Responsibility of Proctorial Board

Some specific responsibilities of the Board are as follows:

- I. To maintain discipline in the college and ensure that the college rules are understood and followed.
- II. The Board has a formal role to receive and act upon complaints of alleged breaches of these guidelines which are referred to it, whether by a Student, a member of staff or any other person or body.
- III. To keep an eye on the general moral behaviour of the student.
- IV. To prevent the student from indulging in any political activities on college premises.

5. The Proctorial Board

1. There shall be a proctorial board to maintain the discipline amongst the students of the ITM University, Gwalior. It shall consist of the following members:
 - i. A teacher preferably a professor nominated by Vice Chancellor (Chairman)
 - ii. The Chief Proctor (Convener)
 - iii. Dean Student Welfare
 - iv. All Deans
 - v. All wardens of hostel
 - vi. Two students nominated by the Vice Chancellor
2. The Proctorial Board shall prepare a code of conduct, also taking in view the decisions and judgement of Apex court and NHRC etc., to be followed by the students.
3. Any violation of the code of conduct or breach of any rule or regulations of the university by any students shall be record as indiscipline and shall make the student liable for discipline action against him/her.
4. The chief proctor and proctor shall be appointed by the Vice chancellor from amongst the teachers of the university.

6. The Power and Duties of Chief Proctor

- i. The chief Proctor shall get a Proctorial form filled by students and keep it for the record in his/her office.
- ii. He/ She will issue identity card to each students under his/her seal and signature.



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- iii. He/ She shall be authorized by the University to issue train and air travel concession order to the bonafide students of the university.
 - iv. He/ She will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice Chancellor.

7. Procedure of Complaint

- i. Students having problem related to Academics, Administration, Personal or any indiscipline, are free to meet Department HOD/ Proctor /DSW for help through written application or verbal communication.
- ii. For Hostellers, any complaint against administration of hostels and mess related problems can be logged to the Warden/ Chief Warden/ Chief Proctor /DSW / Dean.

8. Procedure of Inquiry

The Proctorial board will follow following procedure to initiate enquiry if the complaint is ascertain:

- i. The complainant is called for hearing and his statement is recorded.
- ii. The accused person(s) is called for recording his/her statement.
- iii. Witnesses mentioned by both parties are listed and they are called for recording their depositions.
- iv. Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
- v. A cross-examination of the accused and the complainant is conducted.
- vi. If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The authenticity is established from the submitted documents.
- vii. Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till he submit his defense and punishment is decided.
- viii. The defense given by the accused persons in the show cause notice is studied and examined.
- ix. A report is prepared as per the Students' Discipline and conduct Rules", appropriate disciplinary action is recommended.
- x. Final report and recommendations is submitted to Vice Chancellor for approval & final decisions.



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- xi. Consequently, the award of punishment is conveyed to the student duly signed by Chief Proctor and Vice Chancellor.
 - xii. The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.


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